

**KENTUCKY BOARD OF SOCIAL WORK
BOARD MEETING MINUTES**

Tuesday, February 13, 2018 | 11:00 a.m. | 125 Holmes Street, Frankfort, Kentucky 40601

Board Members Present:

Jay Miller, Ph.D., CSW-Chair
Sally Rhoads, LCSW-Vice Chair
Hilma Prather, Public Board Member
Anne Adcock, CSW
James Haggie, LSW
Jene Hedden, LCSW

Staff Present:

Florence Huffman, Executive Director
Lisa A. Turner, Executive Coordinator

Consultants Present: Marcus Jones, Board Counsel, Assistant Attorney General

Guests Present: Quincy Ward, Attorney, Public Protection Cabinet; Brenda Rosen, LCSW, and Michael Gray, representing NASW-KY. Also present were Tracey Carson, LCSW, and Sandra Bennett, attorney at law.

Call to order

Dr. Jay Miller, Board Chair, called the meeting to order at 11:29 a.m. EST.

Minutes of January 9, 2018 board meeting

Dr. Jay Miller, CSW, Board Chair

Approved: A motion was made by Sally Rhoads and seconded by James Haggie to approve the minutes of the January 9, 2018 board meeting. The motion carried by unanimous voice.

Executive Director's Report

Florence Huffman, Executive Director

Ms. Huffman recognized staff members Judy Solomon and Lisa Turner for their contributions.

Operations Report – January 1-31, 2018

- 56 New Applications (6 LSW; 33 CSW; 17 LCSW)
- 49 Applications approved (5 Bachelor's exam; 32 Master's exam; 12 Clinical exam)
- 45 Initial licenses issued (1 LSW; 25 CSW; 19 LCSW)
- 111 Online Renewals (17 LSW; 41 CSW; 53 LCSW) / 8 Paper Renewals (0 LSW; 4 CSW; 4 LCSW)
- 6 Reinstatements (2 LSW; 2 CSW; 2 LCSW)
- 4 Temporary Permits approved: 2 nonclinical and 2 clinical
- 49 Supervision Contracts approved; 24 contracts deferred
- 14 Miscellaneous

Licensee File Scanning Project

Ms. Huffman recognized Trace Kirkwood and Michelle Howard, the board's file scanning team from the Department of Library and Archives, for their dedication to finish the scanning of KBSW records before their branch was closed.

Education and Outreach / Technology

- News & Events section on the website is still in development.
- Kentucky Interactive continues development of the online application after reviews and comments by board staff.

Association of Social Work Boards (ASWB)

- Ms. Huffman attended the ASWB Board of Directors meeting / FARB Conference on January 25-28, 2018. Ms. Huffman reported information she learned from the FARB conference and the impact it could have on the board and the licensees. She also reported that annual dues from ASWB have been reduced across the board for all ASWB member board to the flat fee of \$250 (reduced from \$1,500 for over 5,000 licensees).

Financial Report

January 1-31, 2018 Revenues and Expenditures

- Sum of Revenues: \$29,995
- Sum of Expenditures: \$29,426
- Cash Balance: approximately \$422,320
- Year to Date Expended Budget: 64%

Travel and Per Diem

Approved: A motion was made by Anne Adcock and a second by Hilma Prather to approve board members' travel and per diem. The motion carried by unanimous voice.

Committee Reports

Complaint Review Committee

Dr. Jay Miller, CSW; Dr. Anne Adcock, CSW; and Jene Hedden, LCSW

Approved: A recommendation was made by the committee to issue a Letter of Compliance as the final action to close case no. 16-31. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to open an investigation for case no. 17- 19. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 17- 29. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to open an investigation for case no. 17- 30. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to open an investigation for case no. 17- 32. The motion carried by unanimous voice.

Application and Supervision Review Committee

Sally Rhoads, LCSW; Hilma Prather; and James Haggie, LSW

The committee reported that the Application for Licensure submitted for equivalency met the requirements and the Application was approved.

The committee reported the following review of clinical supervised experience hours:

1. P.F. Supervision hours with supervisor of record A.A., between 1/27/2017 through 10/19/2017, were not approved.
2. M.A. Supervision hours with supervisor of record A.C., between 8/18/2017 through 10/2/2017, were not approved.
3. G.H. Supervision hours with supervisor of record M.W., between 4/14/2017 through 8/11/2017, were not approved.

Old Business

Personnel Evaluations

The personnel evaluations for board staff members Florence Huffman and Lisa Turner have been referred to the Executive Committee to be reviewed at the next board meeting.

2018 Board Meeting Locations

The board continued the discussion regarding off-site board meetings in 2018. Ms. Huffman provided the projected financial expenses to hold the meetings offsite including an analysis of expenses incurred for overnight stay by board members and staff. It was determined that a meeting in Louisville would approximately equal to the cost of holding the meeting at the KBSW office in Frankfort. The board agreed to hold the April 10, 2018 meeting in Louisville, with details to be announced at the March board meeting.

Motion to Reconsider

Sandra Bennett, attorney for Licensee Carol Niehaus addressed the board regarding her client's request for the board to expunge her final disciplinary record, and remove reference to the past disciplinary action from the board's records and on the board website. The board agreed to postpone ruling on the motion until the board has reviewed expungement procedures by other licensure boards, such as the Kentucky Board of Nursing, and developed a consistent process of review and objective criteria for expungement in consultation with their board attorney.

New Business

Recreational Therapy Board – no request submitted to the board.

2018 Legislative Update

The board briefly discussed in general terms legislation impacting state licensing boards.

Adjournment

Approved: A motion was made by Sally Rhoads and a second by Jene Hedden to adjourn the meeting at 12:40 p.m.

Respectfully submitted,



Dr. Jay Miller, CSW, Board Chair